

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



**NUMBER** 11.9

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Alternatives to Ownership Prior to Purchasing

APPROVED:

Michael Quattrone, Fleet Manager

**PURPOSE:** Document that the CVMF evaluates the use of alternatives to ownership

prior to making a purchasing decision

**PROCEDURE:** The City's Fleet Acquisition and Replacement Policy currently in place for

all City departments including all vehicles and motorized equipment except firefighting equipment, requires an evaluation by the Fleet Manager of the vehicle's operating requirements. The requirements of the request form includes whether the equipment is a permanent or temporary addition, and as part of the workload description information is requested regarding any seasonal utilization fluctuations. Information

supplied allows the Fleet Manager to evaluate the whether a rented or

leased vehicle would be a viable alternative.

On an annual basis, the City issues contracts for rental of small, medium and heavy equipment, loaders with operator and 10 wheel dump trucks

with operator. These allow maximum operational flexibility.

**PREPARED BY:** Michael Quattrone, Fleet Manager

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Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer